(Your Name)

(Your Street Address)

(Your City, State, and Zip)

(Your Phone Number)

(Date)

(Name of Lending Institution)

(Street Address of Lending Institution)

(City, State, and Zip of Lending Institution)

***Re: Loan #***  ***on Property Located at***

(Loan Number)

(Address of Property)

To Whom it May Concern:

 I have a loan with your institution. The loan number and address of the property are listed above. For estate planning purposes, I intend to transfer title to that property, as reflected on the attached copy of the unrecorded deed. No change to my rights or obligations under the mortgage loan is intended.

 If you need any further information or documentation in order to process this change on your records, please let me know. If I do not hear from you by 30 days from the date of this letter, I will assume that you have consented to this transfer.

Very truly yours,

(Your Signature)

Enclosure

cc: Rivkin, Rivkin, & Kaplan, LLC (w/o encl.)

(Your Name)

(Your Street Address)

(Your City, State, and Zip)

(Your Phone Number)

(Date)

(Name of Lending Institution)

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